



**Policy: 1164**  
**Procedure: 1164.01**  
**Chapter: Inspections and Investigations**  
**Rule: Service Dog Program**

*10/06/08*  
**Effective:**  
**Replaces: 1163.01**  
**Dated: 10/06/05**

## **Policy and Forms**

### **Purpose:**

Arizona Department of Juvenile Corrections (ADJC) Service Dog (SD) program inhibits the introduction of drugs/narcotics within ADJC facilities. The SD teams shall accomplish this by screening anyone entering the ADJC facilities, screening vehicles entering the facilities, and screening buildings at the facility.

ADJC Service Dog Program also includes a service dog dedicated to an Animal-Assisted Therapy program (AAT). AAT is a goal-directed intervention in which a therapy service dog meets specific criteria and is an integral part of the treatment process.

### **Rules:**

1. In order to effectively perform their duties, **SD TEAMS** shall obtain and maintain technical proficiency in all aspects of their training.
  - a. Each **SD HANDLER** shall commit to working as a handler for 2 years with ADJC;
  - b. Each **DRUG DETECTION SD HANDLER** shall attend an Arizona Peace Officers Standards and Training Board (AZ-POST) approved 320 hours. Service Dog Academy and be Arizona Law Enforcement Canine Association Standards (ALECA) and National Police Canine Association Standards (NPCA) certified for drugs/narcotics detection;
  - c. Each **DRUG DETECTION SD HANDLER** shall attend a minimum of four hours in-service training weekly;
  - d. Each **DRUG DETECTION SD TEAM** shall achieve and maintain annual certification with NPCA;
  - e. **THE SD HANDLERS, THE INVESTIGATION AND INSPECTIONS DIVISION (IID) CHIEF ADMINISTRATOR, AND THE INVESTIGATIONS COMMANDER** shall ensure that training, obtaining, handling, and securing of training aids shall be done in accordance with the standards in the ADJC Service Dog Technical Manual.
  - f. **THERAPY SD HANDLERS** shall attend appropriate training on the care of their assigned Therapy Service Dog.
2. The **EVIDENCE SUPERVISOR** shall provide the Evidence Custodian and the Drug Detection SD Handler with all drugs/narcotics type training aids used for training purposes.
  - a. The **EVIDENCE CUSTODIAN AND THE DRUG DETECTION SD HANDLER** shall handle all drugs/narcotics type training aids in accordance with the guidelines in the Technical Manual and what is taught at the SD Academy;
  - b. At no time shall the **PERSONNEL** handling the drugs/narcotics type training aids do so without the use of tweezers, tool, or gloves;
  - c. The **EVIDENCE CUSTODIAN** shall keep all drugs/narcotics type training aids used for training purposes in drug boxes in the evidence room at Central Office until s/he distributes them to the Drug Detection SD Handler;
  - d. The **DRUG DETECTION SD HANDLER** shall secure the drugs/narcotics type training aids in a locked area in his/her vehicle.
3. The **DRUG DETECTION SD TEAM** shall work visitation once a week at each secure facility. This shall be done randomly. The **SECURE FACILITY SUPERINTENDENT OR DESIGNEE** may also order the sniff of employees, vendors, contractors, interns, volunteers, and visitors at any time. The **DRUG DETECTION SD TEAM** shall use the following methods:

- a. The **SEARCH TEAM** shall utilize an approved barrier screen, a unit which is six feet in height, portable, lightweight aluminum, tri-folded, and hinged;
  - b. The **DRUG DETECTION SD TEAM** shall set up a fan to provide air movement past the subject towards the SD. If the screen is set up outside, the **SEARCH TEAM** shall utilize the outside wind current in the same manner. The **SEARCH TEAM** shall place tape, marking material, or a foot plate on the floor where the subject will stand. (The **SEARCH TEAM** may use a suitable chain link fence.);
  - c. The **DRUG DETECTION SD TEAM** shall give instructions to the subjects regarding where and how to stand and to avoid any touching of the screen or chain link fence in order to prevent any cross contamination. Normally, subjects will stand with their back to the SD team with their hands in a normal position along their sides;
  - d. The **DRUG DETECTION SD HANDLER** shall ensure the SD moves quickly without unnecessary delay;
  - e. The **DRUG DETECTION SD TEAM** shall conduct the examination to include the areas of the feet, hands and back. The **DRUG DETECTION SD TEAM** may also conduct a reverse or recheck sniff, as necessary;
  - f. If there is an alert (otherwise referred to as a "hit"), **ADJC IID INVESTIGATORS AND/OR THEIR DESIGNEE** shall:
    - i. Conduct follow up searches in a private area and in a professional manner in accordance with current Departmental Procedures and laws of criminal procedures;
    - ii. Issue a Notice of Suspension of Visitation;
      - (1) The **SUPERINTENDENT** shall follow up the Notice of Suspension of Visitation in accordance with the process set forth in Procedure 4050.07 Visitation;
    - iii. If drugs/narcotics are found, the **ADJC IID INVESTIGATOR** may:
      - (1) Cite the individual who is in possession of the contraband and release him/her; or
      - (2) Arrest the individual, take him/her into custody, and request local law enforcement transport the suspect to the appropriate police facility or law enforcement agency.
4. The **DRUG DETECTION SD TEAM** shall screen visitors' and employees' vehicles randomly or upon the secure facility Superintendent's or designee's request. The **DRUG DETECTION SD TEAM AND OTHERS AS ASSIGNED** shall do these in the following manner:
- a. When a vehicle enters ADJC property, a **DESIGNATED EMPLOYEE** shall direct it to a checkpoint;
  - b. The **SEARCH PERSONNEL** shall direct the occupant to shut off the vehicle's engine;
  - c. The **SEARCH PERSONNEL** shall direct all occupants to exit the vehicle and to wait in a designated waiting area leaving all personal property inside and leaving all doors open;
  - d. The **DRUG DETECTION SD TEAM** shall work only outside the vehicle and sniff the hood, grille, doors, door panels, window seams, trunk, etc. On trucks, the **SD** may enter the truck bed to sniff toolboxes and other equipment;
  - e. The **DRUG DETECTION SD HANDLERS** shall attempt to utilize wind current for optimum performance;
  - f. At the handler's discretion, the **DRUG DETECTION SD TEAM** may do a reverse pattern sniff;
  - g. The **DRUG DETECTION SD TEAM** shall complete the vehicle sniffs usually within one minute;
  - h. If the **SD** alerts, the **SD HANDLER** shall direct the vehicle to be sent to a secondary search area for a thorough visual search;
  - i. **SEARCH PERSONNEL** shall move the vehicle to a secondary search area where **SEARCH TEAM MEMBERS** shall do a thorough visual search of the vehicle.
5. The **DRUG DETECTION SD TEAM** shall complete random checks of incoming juvenile mail and property, utilizing approved techniques in parcel narcotic detection.
6. The **CHIEF ADMINISTRATOR OF SAFE SCHOOLS, SECURE FACILITY SUPERINTENDENT, OR DESIGNEE** may order secure facility searches at any time and as often as necessary to

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control and help eliminate possession of illegal drugs by juveniles. The **DRUG DETECTION SD TEAM** shall use the following method:

- a. **DRUG DETECTION SD TEAMS** shall screen the juveniles, their living areas, and all common areas within the secure facility;
  - b. The **DRUG DETECTION SD HANDLERS** shall direct all activities of the SD;
  - c. The **DRUG DETECTION SD HANDLERS** shall decide when the SD search efforts have been exhausted when large areas of the secure facility are being searched; and
  - d. The **DRUG DETECTION SD HANDLERS** must be able to justify their actions if there are any concerns from secure facilities administrators.
7. When large searches are planned in advance, the **DRUG DETECTION SD HANDLERS** may ask for assistance from other ADJC secure facility Drug Detection SD Teams through their respective chain-of-command.
8. The **DRUG DETECTION SD TEAM** shall respond to calls as directed by the IID Chief Administrator or the Investigations Commander. **ANY EMPLOYEE REQUESTING DRUG DETECTION SD TEAM ASSISTANCE** shall go through their chain-of-command to the IID Administrator or the Investigations Supervisor.
9. The **DRUG DETECTION SD TEAMS** may assist other agencies.
- a. The **AGENCY REPRESENTATIVE** shall seek approval from the IID Administrator or Investigations Supervisor;
  - b. **ARMED CORRECTIONS OFFICERS ASSIGNED TO THE SD TEAM** shall comply with the following three procedures:
    - i. 1170.02 Firearms Qualifications and Training for Specified Parole Officers;
    - ii. 1170.03 Firearms General Provisions; and
    - iii. 4058.01 Use of Force Continuum.
10. The **IID CHIEF ADMINISTRATOR OR INVESTIGATIONS COMMANDER** shall screen and approve any requests from other agencies and the public. The **INVESTIGATIONS COMMANDER** shall:
- a. Give Department needs and manpower coverage primary consideration;
  - b. Schedule assignments for assistance, talks, demonstrations, or public exhibitions; and
  - c. Clear and approve all information and statistics on the SD performance for public use.
11. **ALL SD HANDLERS ASSIGNED TO PUBLIC RELATIONS DUTIES** shall prepare themselves, their dogs, and all SD equipment in such a manner as to present a professional image to their audience.
12. No person shall handle or give command to the SD other than the assigned handler. Should the assigned handler be injured or otherwise be unable to command the SD, the **IID CHIEF ADMINISTRATOR OR INSPECTIONS COMMANDER** shall contact another handler for assistance.
- a. **NO ONE** shall tease, agitate, or roughhouse with an SD unless it is a part of a training exercise;
  - b. **SD HANDLERS** shall not permit anyone to pet or hug their assigned SD without their prior permission and immediate supervision.
13. **SD HANDLERS** shall be responsible for the authorized use and control of their assigned SD during handler duty hours.
- a. **SD HANDLERS** may work the SD off leash and without a muzzle at their discretion when appropriate;
  - b. **SD HANDLERS** shall not leave the SD unattended in a manner in which the SD may have contact with the public, unless the SD is secured within an SD vehicle;

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- c. When leaving the SD(s) unattended in the SD vehicle, the **SD HANDLER** shall place a "club" on the steering wheel and lock all doors of the vehicle;
  - d. The **SD HANDLER** shall activate the heat alarm systems when the handler is away from the SD vehicle. The rear windows may be lowered for ventilation provided the metal screens are in place.
- 14. **SD HANDLERS** are responsible for the care and condition of their assigned SD and all Department issued equipment.
  - a. On work days, each **SD HANDLER** shall inspect their equipment and assigned SD to ensure good working order and condition;
  - b. The **SD HANDLER** shall maintain SD vehicles in good operating order with the interior clean and disinfected;
  - c. The **SD HANDLER** shall abide by all regulations pertaining to Department vehicles (See Policy 2470 Use of State Vehicles and its related procedure);
  - d. The **SD HANDLER** shall clean and maintain the kennel and the area where the SD is housed;
  - e. A **DESIGNATED ADJC EMPLOYEE** is to ensure the spraying of kennels and related areas for all parasites.
- 15. The **INVESTIGATIONS COMMANDER** shall approve all miscellaneous equipment used or acquired such as leashes, collars, muzzles, etc. prior to purchase or use.
- 16. **EACH SD HANDLER** shall keep his/her dog in good physical condition so that the dog is able to perform the duties expected of an SD. The **SD HANDLER** shall:
  - a. Provide food, water, general diet, and maintenance as detailed in the SD Technical Manual;
  - b. Feed his/her assigned dog daily at the completion of his/her tour of duty:
    - i. In the event this is impractical, the **SD HANDLER** shall feed the SD at a time which will allow the maximum period possible preceding the next tour of duty;
    - ii. When the assigned SD Handler is on his/her regular day off or on vacation, a **SD HANDLER ON DUTY** shall feed the SD in the SD Handler's absence.
  - c. Thoroughly groom the SD each day;
  - d. Provide daily exercise and conditioning of the SD;
  - e. If an indication is present that suggests the dog is not in good condition, report to the Investigations Commander as soon as practicable;
  - f. In the event emergency medical services are required for the SD, submit a report to the Investigations Supervisor at the first opportunity following the emergency;
  - g. If the SD requires veterinary attention of a non-emergency nature, notify the Investigations Commander in writing.
- 17. The **SD HANDLER** shall keep his/her SD current with the vaccinations required by law.
  - a. The **SD HANDLER** shall keep records in the Service Dog Record Book (SDRB) and file which are maintained by the handler and approved by the immediate supervisor;
  - b. The **SD HANDLER** shall include notations of all medical services in the respective SDRB and file.
- 18. The **SD HANDLER** shall maintain records that document the use and the proficiency of his/her assigned dog. The **SD HANDLER** shall ensure that this documentation in the SDRB is readily available to the Investigations Supervisor and others who may need it for review. The **SD HANDLER** also shall include in the SDRB the following documentation:
  - a. Documentation on any veterinary service received;
  - b. History of the SD;
  - c. Progress and performance on the SD during all training, duty assignments and care;
  - d. Evaluation reports;
  - e. Certification;
  - f. Vaccinations;
  - g. Food and other purchases for the dog;

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- h. Awards received;
  - i. Activity reports;
  - j. Copies of Departmental information reports; and
  - k. Any other significant information reports generated on the team's activity.
- 19. Each **SD HANDLER** shall file all SD reports pertinent to his/her service dog assignment along with other assigned Departmental logs and reports at the end of each working shift. The **SD HANDLER** shall:
  - a. Submit all reports resulting from completed incidents per Department regulations;
  - b. Notify the Investigations Commander about all incidents with notable conclusions in which SDs were used with all necessary documentation;
  - c. Place all completed SD Reports and or copies into the Service Dog Record Book (SDRB);
  - d. Utilize the Training Evaluation Report, daily during the ADJC SD Academy.
    - i. After successful graduation of the Academy Training, the **DRUG DETECTION SD HANDLER** shall complete a Training Evaluation Report only on a regular in-service maintenance training session or any mandatory remedial training;
  - e. Utilize the Monthly Activity Report for gathering statistical information:
    - i. Each **SD HANDLER** shall maintain the individual SD Team's Monthly Activity Report in the team's SDRB for examination at any time.
    - ii. Each **SD HANDLER** shall send a monthly activity report to the Investigation Commander by the 8th workday of the following month;
    - iii. The **INVESTIGATIONS COMMANDER** shall use each individual SD Team Monthly Activity Report for consolidating secure facility monthly activities into a Monthly Activity Report.
  - f. Utilize the Weekly Activity Sheet for daily gathering of the work week's activity. Each **SD HANDLER** will track the SD Team daily duties performed and time spent on each SD task on the activity sheet.
- 20. Medical attention shall be requested immediately for a fallen or injured SD handler. For safety reasons, under no circumstances shall **ANYONE** approach an injured handler with a SD, except when:
  - a. Given clearance to do so by the injured handler;
  - b. The dog can be called away from the injured handler and secured.
- 21. **ON-SCENE PERSONNEL** shall attempt the following procedures to secure an SD from an injured handler; the **EMPLOYEE** shall:
  - a. Attempt to call the SD to a secure location;
  - b. Contact another handler to secure the SD; or
  - c. Contact the SD Unit supervisor(s) to control and secure the SD.
- 22. If the SD does not permit access to a handler who is seriously injured and needs immediate medical attention, the **OFFICER-IN CHARGE (OIC)** may take appropriate action to remove the SD with the assistance of a pole and rope lanyard which is available in each SD vehicle.
- 23. For any injury to an SD, the **SD HANDLER** shall take appropriate measures to provide or seek veterinary care for the SD. If the current handler is not available, an **ON DUTY HANDLER OR SD UNIT SUPERVISOR** shall arrange medical attention for the SD in accordance with the SD Technical Manual. If an SD Team is out of service for any reason, the **INVESTIGATIONS COMMANDER** shall notify the IID Chief Administrator as soon as possible.
- 24. Whenever an SD bites an individual, whether or not in the line-of-duty, the **SD HANDLER** shall:
  - a. Summon a supervisory officer to the scene;
  - b. Report the bite or injury to medical personnel;
  - c. Obtain medical treatment for the individual.

- i. **MEDICAL PERSONNEL** should examine the affected area irrespective of the perceived seriousness of the bite or injury;
  - d. Take color photographs of the affected area after medical treatment;
  - e. Complete all Departmental reports and the respective County Rabies and Animal Control Law Enforcement Bite Report, whenever it has been alleged that a SD has bitten or otherwise injured an individual;
  - f. Detail in the report:
    - i. The circumstances surrounding the incident;
    - ii. The identities of the individual involved and any witnesses;
    - iii. The extent of injuries if known; and
    - iv. Measures taken in response to the incident.
- 25. In the field of mental health, **AAT (Animal Assisted Therapy)** has been found to be a helpful treatment adjunct, but not limited to, in the following areas:
  - a. Emotional safety - the Qualified Mental Health Professional (QMHP) may be viewed as more approachable if there is an animal present. The power structure has shifted and the environment is less threatening.
  - b. Relationships - juveniles who have difficulty developing a relationship with other human beings are able to relate to an animal. The animal can be a source of love and companionship and the juvenile can direct feelings of love and concern for an animal when s/he may have difficulty with the expression of emotions in a human relationship.
  - c. Attachment - an animal can offer the opportunity for uncomplicated attachment. Learning the skills of attachment from the relationship with an animal will help in developing a relationship with other human beings.
  - d. Grief and loss - many people have experienced the loss of a beloved animal. Processing that loss with an animal can assist the juvenile in working through issues of loss and abandonment.
  - e. Reality orientation - the presence of an animal may help to ground a juvenile in the present.
  - f. Pleasure, affection and appropriate touch - the juvenile chooses whether or not to touch or hug an animal. Since s/he makes the choice, the interaction is safe, non-threatening, and pleasant.
  - g. Socialization--the presence of animals provides the opportunity for social interaction and interpersonal connection.
  - h. Play and laughter--a juvenile can learn how to play through interactions with an animal.
  - i. Anxiety--the ability to focus on the animal rather than the internal feelings of anxiety can help the juvenile to learn redirection skills in a non-threatening environment.
- 26. The Therapy SD Team can be used at any point in programming and at any level in the systems for change programming.
  - a. It is recommended for new commitments who:
    - i. Are having difficulty adjusting to incarceration;
    - ii. Suffer from Post Traumatic Stress Disorder; or
    - iii. Are in need of a bridge to build trust with a QMHP.
  - b. It is intended to supplement, not replace, normal programming;
  - c. It is considered an extension of the treatment contract between the juvenile and the agency (no parental permission necessary);
  - d. It may be used as a tool for crisis intervention at the discretion of the handler; and
  - e. It may be considered for use at the discretion of a QMHP or a Multidisciplinary Team (MDT), but not at the request of a juvenile (not a grievable issue for Youth Rights).
- 27. Although the Therapy SD Team is intended for individual sessions, the **INVESTIGATIONS COMMANDER** may deploy the Therapy SD Team at his/her discretion for any of the following reasons:
  - a. When the Superintendent or his/her designee requests the therapy dog for a unit in crisis;
    - i. Death of a juvenile, family member, or employee on the unit;

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- ii. Miscarriage;
    - iii. Significant local or national event causing stress and/or depression on a unit.
  - b. To aid a forensic interviewer in obtaining a disclosure of physical or sexual abuse;
  - c. For a conflicted juvenile who discloses physical or sexual abuse;
  - d. For a conflicted juvenile who testifies in court; and
  - e. To assist other agencies.
  - i. The **AGENCY REPRESENTATIVE** shall seek approval from the IID Administrator or Investigations Supervisor.
- 28. The ATT SD program is goal-directed. **EMPLOYEES, MULTIDISCIPLINARY TEAM (MDT), OR QMHP REQUESTING THE SERVICES OF THE THERAPY SD TEAM** shall:
  - a. Develop specific goals and objectives for treatment utilizing the juvenile/animal interaction.
  - b. Document these goals and objectives in a service plan and the progress made toward these goals and objectives in the Criminogenic and Protective Factors Assessment (CAPFA) progress notes.
- 29. At his/her discretion, the **QMHP** may end sessions with the Therapy SD Team if it is determined:
  - a. That the juvenile is becoming overly dependent on the animal;
  - b. That the juvenile is acting out to gain access to the animal; and/or
  - c. That the sessions are not beneficial to the treatment of the juvenile.
- 30. Although the therapy dog program may be considered as part of an Individual Behavior Plan, **EMPLOYEES, MULTIDISCIPLINARY TEAM (MDT), OR QMHP** shall not take away the Therapy SD sessions for discipline or as part of an Individual Behavior Plan.
- 31. The **THERAPY SD HANDLER** shall ensure the Therapy SD Team is not engaged in more than six sessions per shift
  - a. At the initial session, the **THERAPY SD HANDLER** shall counsel the juvenile of proper behavior for the sessions and the consequences of misconduct.
  - b. At his/her discretion, the **QMHP** may limit the time of each session to 30-45 minutes;
  - c. There is no minimum or maximum number of sessions for the Therapy SD Team. The **QMHP, IN CONJUNCTION WITH THE MDT**, shall determine the number of sessions for the juvenile.
- 32. Safety factors
  - a. **NO ONE** shall force any ADJC juvenile or employee to have contact with a Therapy SD;
  - b. The **THERAPY SD HANDLER** shall ensure juveniles are screened for any contraindications including allergies before the animal is used in an individual or group session.
    - i. Contraindications: AAT may not be beneficial in the following situations:
      - (1) When Therapy SD is a source of rivalry and competition in a group.
      - (2) When someone becomes possessive and attempts to "adopt" a Therapy SD for him/herself.
      - (3) Juveniles with brain injury or development disabilities.
        - (a) **THEY** may provoke an animal without realizing it.
      - (4) Allergies of the juvenile.
        - (a) These may create breathing problems, such as asthma, for the juvenile.
      - (5) Unhealthy juveniles.
        - (a) The **THERAPY SD HANDLER** shall temporarily exclude the juvenile from individual sessions.
      - (6) If a juvenile has open wounds which cannot be made safe through bandages or universal precautions.
        - (a) The **THERAPY SD HANDLER** at his/her discretion may exclude the juvenile.
  - c. **NO ONE** shall leave a juvenile alone with a Therapy SD;
  - d. **EVERYONE** shall treat the Therapy SD in a humane and respectful manner;
  - e. The **THERAPY SD HANDLER** has the sole discretion to end a therapy session if

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- i. The juvenile is in distress;
- ii. The animal is in distress;
- iii. The juvenile is in danger;
- iv. For safety and security of the secure facility.
  - (1) A history of animal abuse in and of itself may be considered when selecting a juvenile for the therapy dog program, but will not in and of itself prohibit a juvenile from the therapy dog program.

33. Training requirements. The **QMHP** utilizing the Therapy SD shall attend training and/or continuing education in the appropriate uses and best practices for Animal Assisted Therapy.

**Signature Date**

10.9.08


**Approved by Process Owner**

  
John Dempsey,  
Inspections and Investigations Chief Administrator

**Effective Date**

10/9/08

**Approved by**

  
Michael D. Branham, Director